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Grammar: Active – Passive Voice





What is Active Voice?????

In active sentences, the subject is active or the subject performs the actions.

For example: The cow (**Subject**) is eating (**Verb**) grass (**Object**).-**Active Voice**

What is Passive Voice?????

In passive sentences, the subject is no longer active or the subject is acted upon by the verb.

For example: Grass (**Subject**) is being eaten (**Verb**) by the cow (**Object**).—**Passive Voice**



When do I use passive voice?

In some sentences, passive voice can be perfectly acceptable. You might use it in the following cases:

1.The actor is unknown:

Eg: The cave paintings of Ajanta & Ellora were made in the Upper Old Stone Age. [We don't know who made them.]

2.The actor is irrelevant:

Eg: An experimental solar nuclear plant will be built in the Australian desert. [We are not interested in who is building it.]

3. You are talking about a general truth:

Eg: Rules are made to be broken. [By whomever, whenever.]

4. You want to emphasize the person or thing acted on. For example, it may be your main topic:

Eg: Insulin was first discovered in 1921 by researchers at the University of Toronto. It is still the only treatment available for diabetes.

5. You are writing in a scientific genre that traditionally relies on passive voice. Passive voice is often preferred in lab reports and scientific research papers, most notably in the Materials and Methods section:

Eg: The sodium hydroxide was dissolved in water. This solution was then titrated with hydrochloric acid.



Rules of transformation - Active voice to Passive voice:

Active Voice

I prepare for IELTS exam.

Passive Voice

IELTS exam is prepared by me.



Rules of transformation - Active voice to Passive voice:

- Find subject, object and the main verb.
- Convert the object into subject.
- Use the suitable helping verb or auxiliary verb according to the tense.
 - ✓ If helping verb is given, use verb as it is. But note that the helping verb used should be according to the object.
- Convert the verb into past participle.
- Use the preposition 'by' (**in some sentences the use of 'by' is not required when the doer is not mentioned in the sentence**).
- Convert the subject into object.



Types of Pronouns - Introduction

	Subject Pronoun	Object Pronoun	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
1 st person singular	I	Me	My	Mine	Myself
1 st person plural	We	Us	Our	Ours	Ourselves
2 nd person singular	You	You	Your	Yours	Yourself
2 nd person plural	You	You	Your	Yours	Yourselves
3 rd person singular (feminine)	She	Her	Her	Hers	Herself
3 rd person singular (masculine)	He	Him	His	His	Himself
3 rd person singular (thing)	It	It	Its	(not used)	Itself
3 rd person plural	They	Them	Their	Theirs	Themselves



Active Voice (Subjective case)

I

We

You

He

She

It

They



Passive Voice (Objective case)

by me

by us

by you

by him

by her

by it

by them.



Change of Person

Active Voice

Passive Voice

I

me

We

us

You

you

She

her

He

him

They

them

Any name

Name remains as it is



Active And Passive Voice With Tenses

Simple Present Tense - Structure: is, am, are + Past Participle

Active Voice	Passive Voice
He lights the candle.	The candle is lighted by him.
He does not light the candle.	The candle is not lighted by him.
Do you eat chocolate?	Is chocolate eaten by you?

Present Continuous Tense - Structure: is, am, are + being + Past Participle

Active Voice	Passive Voice
I am driving a car.	A car is being driven by me.
I am not driving a car.	A car is not being driven by me.
Am I driving a car?	Is a car being driven by me?



Present Perfect Tense

Structure: has/have + been + Past Participle

Active Voice	Passive Voice
She has stolen my book.	My book has been stolen by her.
She has not stolen my book.	My book 1) _____ by her.
Has she stolen my book?	Has my book 2) _____ by her?

Simple Past Tense

Structure: was, were + Past Participle

Active Voice	Passive Voice
She finished the work.	The work was finished by her.
She didn't finish the work.	The work 3) _____ by her.
Did she finish the work?	Was the work 4) _____ by her?

Ans:

- 1) has not been stolen
- 2) been stolen
- 3) was not finished
- 4) Finished



Past Continuous Tense

Structure: was/were + being + Past Participle

Active Voice	Passive Voice
He was revising his books.	His books were being revised by him.
He was not revising his books.	His books 1) _____ by him.
Was he revising his books?	2) _____ his books 3) _____ by him?

Past Perfect Tense

Structure: had + been + Past Participle

Active Voice	Passive Voice
I had completed the assignment.	The assignment 4) _____ by me.
I had not completed the assignment.	The assignment had not been completed by me.
Had I completed the assignment?	Had the assignment 5) _____ by me?

Ans:

1) were not revised

2) Were

3) Revised

4) had been completed

5) been completed



Simple Future Tense

Structure: will/shall + be + Past Participle

Active Voice	Passive Voice
My uncle will pay my tuition fee.	My tuition fee 1) _____ by my uncle
My uncle will not pay my tuition fee.	My tuition fee 2) _____ by my uncle.
Will my uncle pay my tuition fee?	Will my tuition fee 3) _____ by my uncle?

Future Perfect Tense

Structure: will/shall + have been + Past Participle

Active Voice	Passive Voice	Ans:
We shall have done our home-work.	Our home -work shall have been done by us.	1) will be paid
We shall not have done our home-work.	Our home -work 4) _____ by us.	2) will not be paid
Shall we have done our home work?	Shall our home work 5) _____ by us?	3) be paid
		4) shall not have been done
		5) have been done



Important Note:

In the following, tenses cannot be changed into passive form:

- Present perfect continuous tense
- Past perfect continuous tense
- Future perfect continuous tense
- Future perfect tense

we use the same sentence in passive voice.



Active And Passive Voice With Modal Auxiliary Verbs

Active Voice	Passive Voice
Can/Could + be + Past Participle	
I can solve these sums.	These sums can be solved by me.
Has to/ Have to be + Past Participle	
He has to complete his assignment.	His assignment 1) _____ by him.
Must + be + Past Participle	
You must learn this book.	This book 2) _____ by you.
May+ be + Past Participle	
I may buy the book.	The book 3) _____ by me.

Ans:

1) has to be completed

2) must be learnt

3) may be bought



Active And Passive Voice With Modal Auxiliary Verbs

Active Voice	Passive Voice
Might + be + Past Participle	
They 1) _____ chess.	Chess might be played by them.
Should + be + Past Participle	
Students should learn all lessons.	All lessons 2) _____ by students.

Ans:

1) might play

2) should be learnt



Active and Passive voice with Imperative Sentences

These are the sentences in which we express our feeling and emotions like command, order, advice, and request.

Rules :

1. Lets + new object + be/Not be +past participle.
2. For sentences containing, Request, advice and order, we will use **you are Requested to, advised to and ordered to.**

Note:

Always remove please and kind if they are given in the sentence.

Active Voice	Passive Voice
Shut the door.	Let the door 1)_____.
Post the letter at once.	Post the letter at once.
Always speak the truth.	Let the truth always 2) _____.
3)_____the cow.	Let the cow not be starved .
Let him help his brother.	Let his brother 4)_____by him.

Ans:
 1) be shut
 2) be spoken
 3) Do not starve
 4) be helped



Active and Passive voice with Imperative Sentences

These are the sentences in which we express our feeling and emotions like command, order, advice, and request.

Rules :

1. Lets + new object + be/Not be +past participle or 3rd form.
2. For sentences containing, Request, advice and order, we will use **you are Requested to, advised to and ordered to.**

Note:

Always remove please and kind if they are given in the sentence.

Active Voice	Passive Voice	
1)____your room.	Let your room be cleaned.	
Learn your lesson.	Let your lesson 2) _____.	Ans:
3) _____me a favor tonight .	You are requested to do me a favor tonight.	1) Clean
Get out of my house.	4)_____to get out of my house.	2) be learnt
Kindly do not smoke in public place.	You 5)_____not to smoke in public place.	3) Please do
		4) You are ordered
		5) are requested



Fill in the blanks with an active or passive verb form.

1. The message delivered.

- a) has
- b) has been
- c) had

2. The messenger the message.

- a) has been delivered
- b) has delivered
- c) is delivered

3. They the parcel in the morning.

- a) sent
- b) have sent
- c) have been sent

4. He to leave.

- a) told
- b) was told
- c) has told

5. The culprit

Please select 2 correct answers

- a) has caught
- b) has been caught
- c) was caught

GRAMMAR FOR IELTS



6. The suspect to the crime.

- a) has confessed
- b) was confessed
- c) has been confessed

7. I the invite.

- a) have been received
- b) have received
- c) had received

8. The invites

- a) have sent
- b) have been sent
- c) had sent

9. The kitten home yesterday.

- a) has brought
- b) was brought
- c) has been brought

10. I a cake for my daughter's birthday.

Please select 2 correct answers

- a) baked
- b) was baked
- c) have baked

11. I her a necklace.

- a) bought
- b) was bought
- c) have been bought



Answer:

1. The message has been delivered.
2. The messenger has delivered the message.
3. They sent the parcel in the morning.
4. He was told to leave.
5. The culprit has been caught/was caught.
6. The suspect has confessed to the crime.
7. I have received the invite.
8. The invites have been sent.
9. The kitten was brought home yesterday.
10. I baked / have baked a cake for my daughter's birthday.
11. I bought her a necklace.